

# **The Historic Preservation Foundation of North Carolina, Inc. dba Preservation North Carolina**

*Founded in 1939, Preservation North Carolina is a private nonprofit statewide historic preservation organization with a mission to protect and promote buildings, landscapes and sites important to the diverse people of North Carolina. Our recent work includes the preservation of mid-century modern architecture, the cultivation of our We Built This exhibit to promote the contributions of Black architects and builders, and celebrations of fascinating communities across our state.*

## **Job Description: Office Assistant – Headquarters Office**

The Office Assistant is responsible for providing administrative support to the President and CEO and Headquarters staff; membership data entry and mailings; opening and distributing the mail and preparing deposits; facility management; and assisting with activities at the Headquarters Office.

### **Essential Functions:**

#### **1. Serve as assistant to President and CEO (10%)**

- Manage the President and CEO's calendar, voicemail and email messages, and facilitate communication between the President and CEO and staff, board members, and constituents.
- Produce correspondence for the President and CEO, requiring strong attention to detail.
- Coordinate quarterly Board of Directors meetings including location logistics, presentations, nametags and meeting materials.
- Update the Board of Directors list on all templates.
- Coordinate and attend meetings and staff conference calls, and take minutes of calls for distribution to staff as requested.
- Coordinate travel arrangements as necessary.

#### **2. Open and distribute mail and prepare deposits (25%)**

- Prepare, pick up and take out mail and overnight packages on a daily basis.
- Open mail, stamp and distribute to staff.
- Prepare deposits on a daily (or as needed) basis according to the designated procedure; create deposit form; make deposits at the bank; and record deposits in the deposit log.
- Research returned mail for address changes and enter changes in membership records. Provide EPP Assistant with returned mail for any property owners.
- Arrange for the accomplishment of these tasks when unavailable.

#### **3. Provide administrative support to the office's membership, development, marketing, and programming functions (60%)**

- Data entry of all donations and members, including the Bellamy Mansion Museum donors in DonorPerfect online (DPO); update legislators annually.
- Update DPO with unsubscribed email addresses from Constant Contact.
- Create new membership packets and mail all thank you letters.
- Sort, stuff and mail all membership materials.

- Develop, implement, and maintain general filing systems, including main organizational documents and membership files. Confidentiality is imperative due to the nature of these files.
- Coordinate registrations for the annual conference, including payment processing, via Humanitix.
- Process manual credit card payments, ensuring card details are not retained.
- Fill merchandise orders upon receipt of payment and manage merchandise inventory.
- Prepare general correspondence, labels, and envelopes.
- Assist in the sending of occasional faxes received and inform employees when faxes arrive; scan and e-mail faxes received for staff.
- Prepare greeting cards to send to members and employees as appropriate.
- Create organizational forms as needed.
- Assist staff with basic guidance on office computer systems.
- Be courteous to callers and visitors, forwarding them to the appropriate employee or providing assistance, as appropriate.

#### **4. Facilities management (5%)**

- Coordinate Headquarters lawn and gardening care, routine and special maintenance, utilities, garbage and pest control services.
- Primary contact for headquarters vendors for postage meter, shipping, and office equipment.
- Ensure adequate office supplies, including postage, are maintained.
- Assist with maintenance of office equipment, including computer network and individual computer stations, in conjunction with IT Consultant and HR & Properties Director.

#### **Additional Duties and Responsibilities:**

- Assist with other organizational needs such as workshops, special events, and annual conference as needed.
- Other tasks as instructed.

**Work location and schedule:** This is a salaried full-time position (40 hours per week) at the Headquarters Office in Raleigh. Presence in the office during office hours is required on a regular basis, but may allow a hybrid of remote and onsite work. Occasional travel required within the state for special events. PNC's general business hours are Monday through Friday from 9:00am to 5:00pm.

**Reports to:** HR & Properties Director

**Qualifications:** High School Diploma or GED; at least two years of office or clerical support experience; must be a self-starter with tremendous attention to detail; organizational skills are imperative; excellent oral and written communications skills; willingness to take initiative; personable manner; ability to work with a variety of people from different backgrounds; knowledge of computer systems and data and word processing software including Office365, Microsoft Outlook, Word, Excel, and PowerPoint; and enthusiasm for the cause of historic preservation.

**Preservation North Carolina is an Equal Opportunity Employer seeking representation, promoting fairness and prohibiting discrimination in the workplace.**